

**DOCUMENT NAME: Superintendent Of  
Documents - Publications**  
**DAFIS DOCUMENT TYPE: 37**

1. **Description:** An order for Supplies or Services used to request publications from the Superintendent of Documents.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3794904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	94	90	4	F	AB	001	

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2664

6. **FINCEN Critical Processing Requirements:**

- a. Ordering units must ensure the following information is included on every completed CG-5398 (or OF-347):
  - (1) ALC 69-02-5102 must be placed in block 17B of the form.
  - (2) Matching DTCG and DAFIS numbers - block 3 and 4.
  - (3) Five digit OPFAC of the contracting office - block 5.
  - (4) Vendor name and address - block 7.
  - (5) Shipping terms - block 12.
  - (6) DAFIS accounting data - block 9.
  - (7) Cost breakdown for multiple accounting lines - block 9.
  - (8) Item description - block 17.
  - (9) Grand total - block 17i.
  - (10) Correct Mail To: Instructions - block 21.
  - (11) Contracting authority signature - block 23.

6. b. SUBMITTED HARD COPY DUCUMENTS MUST BE LEGIBLE

7. **Other Information:** An alternative procurement method is IMPAC.

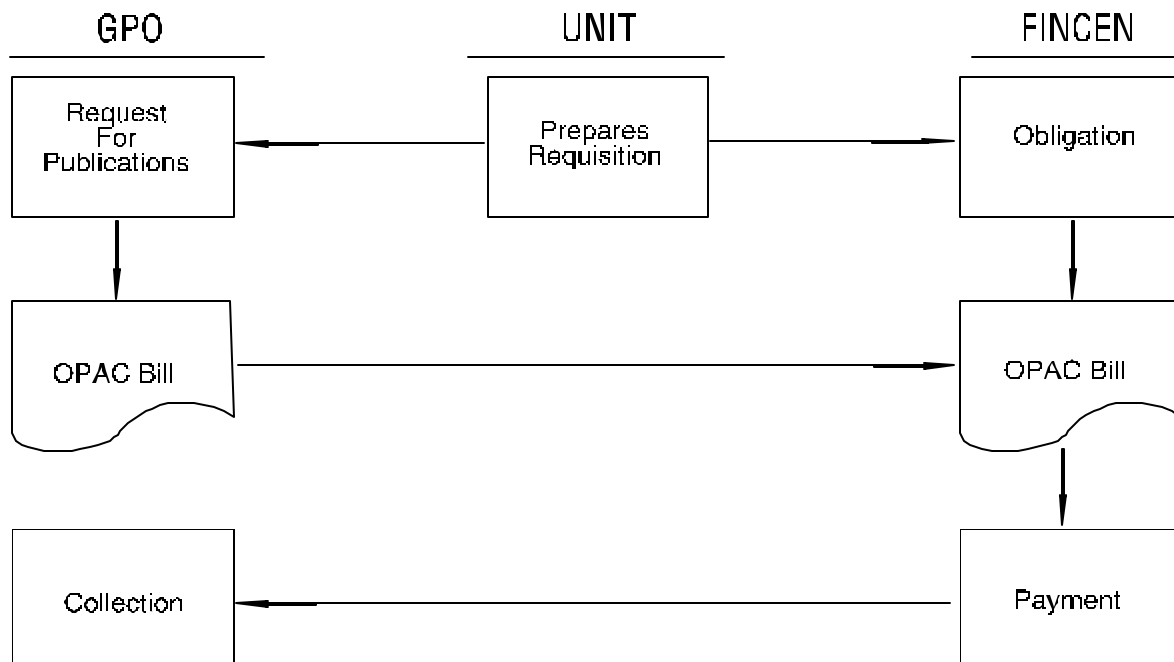
8. **LUFS Information:**

- a. Obligation will transmit electronically via LUFS.
- b. A copy of the purchase form should be mailed to the FINCEN and should have the statement on the face of the document:

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"**

- c. When transferring to FINCEN only the obligation accounting information (XA record) will be sent.
- d. This document can be entered into LUFS using either the Record Spending module or the Purchase Order module.
  - (1) RECORD SPENDING: Standard generic input is made through the Record Spending module.
  - (2) PURCHASE ORDER: The Purchase Order module in LUFS can be used to prepare this document. When transferring to FINCEN only the obligation accounting information (XA record) will be sent.
- e. This document should have the public/government indicator set to "G".

9. **Document Flow:**



**Figure: 12F-8 Superintendent of Documents - Publications**

9. a. Figure 12F-8 describes the procedures for processing the Superintendent of Documents Publications form.
- b. The unit prepares an OF-347 or CG-5398, Order for Supplies or Services, describing the documents required.
- c. One copy of the request is given to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN.
- d. The FINCEN receives an OPAC bill from GPO, and individual charges are spread to the unit.

10. **Sample Form:** See Figure 12F-9.

11. **PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3794904FAB001000	051	94025FHAA	12345	2664	0.00	208.00	0.00	0.00
3794904FAB001000	136F	94055F111	12345	2664	0.00	208.00-	0.00	208.00

12. **References:** None.


ORDER FOR SUPPLIES OR SERVICES				PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						
1. DATE OF ORDER <b>01/11/94</b>		2. CONTRACT NO. (if any) <b>12345</b>		3. ORDER NO. <b>DTCG-90-94-Y-FAB001</b>		4. REQUISITION/REFERENCE NO. <b>3794904FAB001</b>
5. ISSUING OFFICE (Address, correspondence to) <b>COMMANDING OFFICER USCGC Neversail 1234 Coast Guard Blvd. Phone (804) Portsmouth, VA 23703-2197 396-5731</b>				6. SHIP TO (if separate and address, ZIP Code) <b>Same as 5</b>		
7. TO CONTRACTOR (Name, address and ZIP Code) <b>SUPERINTENDENT OF DOCUMENTS GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20402</b>				8. TYPE OF ORDER <input checked="" type="checkbox"/> A. PURCHASE — Reference your _____  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of:  <input type="checkbox"/> B. DELIVERY — Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9. ACCOUNTING AND APPROPRIATION DATA <b>2/F/401/136/30/0/AB/12345/2664/208.00</b>				10. REQUISITIONING OFFICE <b>Admin SK1 J. Smith (804) 396-5731</b>		
11. BUSINESS CLASSIFICATION (If any, appropriate, including) <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DIS-ADVANTAGED <input type="checkbox"/> WOMEN-OWNED				12. F.O.B. POINT <b>DESTINATION</b>		
13. PLACE OF INSPECTION AND ACCEPTANCE <b>SAME AS BLOCK 5</b>				14. GOVERNMENT BILL NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) <b>2/08/94</b>
				16. DISCOUNT TERMS <b>Fast Pay = N NET 30</b>		
<b>17. SCHEDULE (See reverse for Rejections)</b>						
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
01	COMMERCE BUSINESS' DAILY SUBSCRIPTION  ALC 69-02-5102         FINCEN E-MAIL ADDRESS: CSCALL/FINCEN@CGSMTP.COMDT.USCG.MIL	01	EA.	208.00	208.00	
SEE BILLING INSTRUCTIONS ON REVERSE		18. SHIPPING POINT				17 (H). TOT. (Cont. Pages)
		19. GROSS SHIPPING WEIGHT				
		20. INVOICE NO.				
		21. MAIL INVOICE TO (Do not ZIP Code) CO (0637), USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0637 For Vendor Payment Inquiry: (804) 523-6940				17 (I). GRAND TOTAL
						208.00
22. UNITED STATES OF AMERICA BY (Signature) 				J.J. Smith, CW04, USCG TYPE CONTRACTING/ORDERING OFFICER		
DEPT. OF TRANSP., USCG, CG-5398 (10-84)				SN 753D-01-GF3 1080		

Figure 12F-9 CG-5398, Order for Supplies or Services